

4. Vice Chairman Chiumento directed District Secretary O'Neill to attach the affidavit of publication sent to the media of the date of the Organizational Meeting to the minutes.

5. **APPOINTMENT OF DISTRICT SECRETARY**

Comm. Jackson made a motion to appoint Renee O'Neill as District Secretary and the salary increase will be 1% over last year. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0 – 0

District Secretary O'Neill took her Oath of Office on January 5, 2026, and it was filed with the Town of Poughkeepsie Town Clerk.

6. **APPOINTMENT OF DISTRICT ATTORNEY'S**

Vice Chairman Chiumento reported that the retainer is \$10,000 for the first 50 hours; hours in excess of 50-hour cap will be \$250 for Attorney's and \$150 for Paralegals. Can purchase block of 50 hours for a reduced rate of \$200 per hour.

General Matters: Thomas, Drohan, Waxman, Petigrow & Mayle, LLP

Labor Matters: Thomas, Drohan, Waxman, Petigrow & Mayle, LLP

Comm. Jackson made a motion to make Thomas, Drohan, Waxman, Petigrow & Mayle the Attorney's at those retainer rates. Seconded by Comm. Valdez

- Motion Carried, 4 – 0 – 0

7. **APPOINTMENT OF DISTRICT TREASURER**

Comm. Jackson made a motion to appoint Jim Passikoff to be Treasurer for 2026. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0 – 0

Treasurer Passikoff took his Oath of Office on January 5, 2026, and it was filed with the Town of Poughkeepsie Town Clerk.

Establish status of the Annual Report for prior year. *(Within sixty (60) days after the end of the fiscal year, must submit to the Board of Fire Commissioners, a copy of the Annual Report submitted to the Department of Audit and Control by their due date of February 28, 2026)*

Review and approve Treasurer's Surety Bond. Determine if it is sufficient, expiration date and renewal. *(The District's current insurance term is December 15, 2025 through December 15, 2026)*

8. Resolution for Treasurer to pay claims in advance of audit. (#'s 1 – 4 are as per NY Town Law §176-4a).

BE IT RESOLVED, that the Treasurer of the Arlington Fire District is authorized to pay, in advance of an audit by this Board of Fire Commissioners of the Arlington Fire District the following claims and any such claims must be presented to the next meeting of the Board of Fire Commissioners of the Arlington Fire District for audit:

1. Utility payment for light;
2. Telephone payment;
3. Payment to the U.S. Postmaster for postage expenses;
4. Payment for freight or delivery charges.

And in addition;

5. Any other claims for payment where finance or interest charges may be incurred.
6. On time payment processing for reoccurring vendor obligations.

Comm. Jackson made a motion to approve. Seconded by Comm. Van Itallie.

- Motion Carried, 4 – 0 – 0

9. **APPOINTMENT OF DISTRICT NEWSPAPER**

Comm. Jackson made a motion to approve the Poughkeepsie Journal the District's official newspaper. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0 – 0

10. **APPOINTMENT OF DISTRICT BANKS**

- A. M&T Bank
- B. Bank of America
- C. Key Bank
- D. TD Bank
- E. Chase Bank
- F. Citizens Bank

Comm. Jackson made a motion to approve. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0 – 0

11. **SIGNATURES OF CHECKS**

Set forth additional signers of checks for the Fire District in addition to Treasurer Passikoff. One signature is required on checks up to \$5,000.00, two signatures over \$5,000.00 for the general checking account. One signature only for the payroll account.

Comm. Jackson made a motion to have Pete Valdez, Sean Jackson, Phil Van Itallie and Rich Dore as the signers. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0 – 0

12. **ESTABLISH PETTY CASH FUND – not to exceed \$250.00 as per NY Town Law §176 (4-c).**

Comm. Jackson made a motion to approve. Seconded by Comm. Van Itallie.

- Motion Carried, 4 – 0 – 0

13. **DESIGNATION OF BOFC MEETING DATES**

The location and time of the meeting may be changed by further resolution of the Board of Fire Commissioners upon proper notification to the local media of such change. All meetings of the Arlington Fire District Board of Fire Commissioners are open to the public.

Lengthy discussion. The following will be the dates of the Boad meetings beginning at 6:00 p.m. at Headquarters, unless otherwise noted.

January 26, 2026

February 9, 2026

March 2, 2026
March 16, 2026

April 6, 2026
April 20, 2026

May 4, 2026
May 18, 2026

June 1, 2026
June 15, 2026

July 6, 2026
July 20, 2026

August 3, 2026
August 17, 2026
August 31, 2026

September 21, 2026

October 5, 2026
October 19, 2026

November 2, 2026
November 16, 2026

December 7, 2026
December 21, 2026

Comm. Jackson made a motion to approve those dates as proposed. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0 – 0

The District Secretary notified the Poughkeepsie Journal on January 6, 2026 of the meeting dates as required by the provisions of the Open Meetings Law of the State of New York.

14. **MEMBERSHIPS**

District:

- Association of Fire Districts of the State of New York - \$750.00
- Association of Fire Districts of Dutchess County - \$175.00
- New York Association of Local Government Records Officers (NYALGRO) - \$50.00

Chiefs:

- International Association of Fire Chiefs – \$153.00
- New York State Association of Fire Chiefs – \$200.00
- Fire Chiefs Council of Dutchess County – \$100.00
- New York State Career Fire Chiefs – \$50.00 (Does not include \$40 per meeting fee and/or lodging fees, if applicable)
- Westchester County Career Chiefs – \$200.00

EMS:

- Dutchess County EMS Council – \$150.00
- New York State Volunteer Ambulance & Rescue Association – \$150.00

Fire Prevention

- National Association of Fire Investigators (NAFI)
Up to (10) Individual Memberships \$60 each (Fire Investigators)
- International Association of Arson Investigators (IAAI – NYS Chapter 23)
Up to (16) Individual Memberships \$140 each (Fire Investigators)
- National Fire Protection Association (NFPA)
(1) Individual Membership \$225 (Fire Prevention Officer)
- NYS Building Officials Conference Mid-Hudson Valley Chapter (NYSBOC)
(1) Individual Membership \$235 (Fire Prevention Officer)

- NFPA LiNK - Codes & Standards Access
(1) Department Membership \$640 (All officers have access)
- International Codes Council - New York State Codes Collection
(1) Department Membership \$802 (All officers have access)

Comm. Jackson made a motion to approve. Seconded by Comm. Valdez.

Discussion.

- Motion Carried, 4 – 0 – 0

15. **REVIEW, RE-EXAMINE LEASES & CONTRACTS**

- A. Renew lease agreement between Arlington Fire District and Croft Corners Fire Company for 2026 & 2027, with a 2% increase per year.

Comm. Van Itallie made a motion to approve. Seconded by Comm. Valdez.

- Motion Carried, 3 – 0 – 1 (Comm. Jackson abstained)

16. **REVIEW AND AFFIRM OF FIRE DISTRICT POLICIES**

- A. All Fire Commissioners, Chiefs, Director of EMS, and Personnel Administrator will sign the Code of Ethics.

17. **APPOINTMENT OF COMMITTEES FOR 2026**

Vice Chairman Chiumento said to keep the same unless Rich changes it and asked the Board members to let Chairman Dore know if they are interested in specific committees.

- A. Service Awards
- B. District Inspections
- C. District Officers / Chief Liaison
- D. EMS & Paramedic Liaison
- E. Public Relations
- F. Equipment Maintenance
- G. Buildings and Grounds
- H. Capital Equipment
- I. Union Negotiations & Contract
- J. Career Staff Liaison
- K. Volunteer Recruitment
- L. District Safety & Health
- M. Strategic Plan
- N. Finance Committee
- O. IT Operations Committee
- P. Croft Lease

Comm. Jackson made a motion to approve the Committees. Seconded by Comm. Van Itallie.

- Motion Carried, 4 – 0 – 0

18. **DEPARTMENT ELECTION RESULTS**

At the Department Election held on December 4, 2025, Eric Philipp ran unopposed for the position of Assistant Chief. The positions of District President and District EMS Captain remain vacant.

Comm. Jackson made a motion to appoint Eric Philipp as Assistant Chief. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0 – 0

Assistant Chief Eric Philipp took his Oath of Office on January 5, 2026, and it has been filed with the Town of Poughkeepsie Town Clerk.

19. **APPOINTMENT OF ADDITIONAL RECORDS MANAGEMENT OFFICER**

Once appointed and having taken the Oath of Office, the District Secretary automatically becomes Records Management Officer. The Chief shall be appointed to act as an additional Records Management Officer in the absence of the District Secretary.

Comm. Jackson made a motion to approve the Chief as the additional Records Management Officer. Seconded by Comm. Valdez.

- Motion Carried, 4 – 0 – 0

20. **AUTHORIZATION OF SCHOOL REQUESTS**

Authorize Chief to approve school requests in advance of Board of Fire Commissioners meetings which are located inside or outside of Dutchess County provided that the school request is either contractually required or required to maintain a certification or does not exceed \$100.00.

Comm. Jackson made a motion to approve. Seconded by Comm. Van Itallie.

- Motion Carried, 4 – 0 – 0

21. **AUTHORIZATION OF USE OF MEETING ROOMS**

Authorize Chief to approve requests for blood drives, civic groups, or other governmental agencies to use the meeting room at Red Oaks Mill, Headquarters or Rochdale provided the meeting room is not in use.

Comm. Jackson made a motion to approve. Seconded by Comm. Van Itallie.

- Motion Carried, 4 – 0 – 0

22. **APPOINTMENT OF MEDICAL DIRECTOR FOR THE DISTRICT**

Comm. Jackson made a motion to approve Dr. Joseph Felice as the Medical Director for the District. Seconded by Comm. Van Itallie.

- Motion Carried, 4 – 0 – 0

Comm. Jackson read a letter regarding his disclosure of interest for being President of Croft Corners Fire Company. (attached)

With no other business to conduct, Comm. Van Itallie made a motion to adjourn the Organizational meeting. Seconded by Comm. Jackson.

- Motion Carried, 4 – 0 – 0

Meeting adjourned at 5:40 p.m.

Respectfully Submitted,

Renee O’Neill
District Secretary

ARLINGTON FIRE DISTRICT
DISCLOSURE OF INTEREST

Date: 01/05/26

Dear Arlington Fire District Board of Fire Commissioners,

Be advised that I am writing this letter to the Arlington Fire District ("AFD") Board of Fire Commissioners to disclose that I am President of Croft Corners Fire Company, Inc. ("Croft Corners"), a non-profit volunteer fire company. Due to my position with Croft Corners, I am disclosing my interest in the current lease agreement between Croft Corners and AFD.

Yours truly,



Sean Jackson



Arlington Fire District

11 Burnett Boulevard
Poughkeepsie, NY 12603
www.afd.org

Business: (845) 486-6300
Fax: (845) 486-6322

For Emergencies
DIAL 911

"Safeguarding Our Community"

LEGAL NOTICE

PLEASE TAKE NOTICE, that the Organizational Meeting for the Year 2026 of the Arlington Fire District has been scheduled for the 5th day of January, 2026 at 5:00 p.m. followed by the first regular meeting of the month on that day at 6:00 p.m. at Arlington Fire District Headquarters, 11 Burnett Boulevard, Poughkeepsie, NY, County of Dutchess.

This notification is being given to the news media pursuant to the provisions of Section 94 of the Public Officers Law of the State of New York.

By Order of the Arlington Fire District Board of Fire Commissioners.

DATED: December 3, 2025

Renee O'Neill
District Secretary

LEGAL NOTICE

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This notification is being given to the news media pursuant to the provisions of Section 94 of the Public Officers Law of the State of New York.

By Order of the Arlington Fire District Board of Fire Commissioners.

DATED: December 3, 2025

**Renee O'Neill
District Secretary
11893724**

AFFIDAVIT OF PUBLICATION

State of New York
County of Dutchess

marial verhagen being duly sworn, deposes and says she is the Principal Clerk of **The Poughkeepsie Journal**, Division of Gannett Newspaper Subsidiary, publishers of following newspaper and published in the County of Dutchess and the State of New York, of which annexed is a printed copy, out from said newspaper has been published in said newspaper editions dated:

12/07/2025

marial verhagen

Subscribed and sworn to before me this 07 day of December, 2025

Vicky Felty

Notary Public
State of Wisconsin, County of Brown

VICKY FELTY
Notary Public
State of Wisconsin

9/19/2025



BOARD OF FIRE COMMISSIONERS MEETING PUBLIC ATTENDANCE SHEET

NOTE: This sheet will be attached to the Board of Fire Commissioners meeting minutes as part of the official record. If you agree to have your name as part of the official record and published on our website, please legibly print your name below. Thank you.

DATE OF MEETING: 1/5/26
